



## **TRANSFER OPPORTUNITY**

**Staff Services Analyst**

**Department of Industrial Relations**

**Division of Administration**

**Personnel Unit**

**San Francisco**

**Position:** Staff Services Analyst      Range A \$2724-\$3313 per month  
Range B \$2950-\$3586 per month  
Range C \$3538-\$4300 per month

**Location:** 455 Golden Gate Avenue, San Francisco, CA 94102

**Duties:** Under the direction and supervision of a Staff Services Manager I and assigned lead Associate Personnel Analyst, and in a learning capacity, provides a variety of technical support and advice to program division staff on all phases of personnel management and employee relations in order to facilitate the accomplishment of objectives in these areas in accordance with appropriate laws, regulations and policies; undertakes projects in these areas as assigned; and performs other duties as required.

**SROA and eligible Surplus Employees will be given first consideration and are encouraged to apply.** Anyone eligible for transfer to the above class may apply by sending a standard State (Form STD 678) to:

Department of Industrial Relations  
P.O. Box 420603  
San Francisco, CA 94142  
**Attention: Terry Stevenson**  
Telephone: (415) 703-4381  
CALNET 593-4381

Submit application by **March 1, 2007**

Applications will be reviewed and interviews may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT -EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

